

CARLY FLEET



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EDUCATION

St Thomas University

Education Degree

Fredericton, New Brunswick

August 2010 – July 2011

- New Brunswick Teaching Certificate V
- Completed a Secondary Education Degree with a specific focus in Science, English, History, Social Studies and Geography at the Grade 6 to 12 level

Dalhousie University

Undergraduate Degree

Halifax, Nova Scotia

September 1998 - May 2004

- Graduated from the Faculty of Arts and Social Sciences, with an Advanced Double Major in International Development Studies and Spanish
- Completed a semester of courses in Cuban Studies at the University of Havana and wrote and presented a final thesis in Spanish
- Participated in a month-long development project in Uganda with a mobile hospice
- Completed a year-long French immersion program at the *Institut d'Études Françaises pour Étudiants Étrangers* in France

Grand Manan High School

High School Diploma

Grand Manan, New Brunswick

September 1995 - June 1998

- Graduated with Honours following a three-year concentration in Biology, Physics and Chemistry

TEACHING EXPERIENCE

Grand Manan Community School

Substitute Teacher

Grand Manan, New Brunswick

March 2007 - Present

- Regularly employed as a substitute teacher for all grade levels from kindergarten to grade 12
- Gained experience in teaching a variety of subjects, such as French, Social Studies, Physical Education, Math, History, English Language Arts and Science
- Gained experience in positive classroom management skills and implementation of lesson plans

Nashwaaksis Middle School*Teaching Internship II*

Fredericton, New Brunswick

March - May 2011

- Completed an eight-week internship in which I taught three classes of grade 8 students
- Taught Social Studies, Science and English Language Arts, and gained valuable experience in classroom management, mentoring and facilitation skills, the use of various Web 2.0 technologies and the development of Smartboard files to accompany the provincial curriculum

Keswick Ridge School*Teaching Intership I*

Keswick Ridge, New Brunswick

November - December 2010

- Completed a seven-week internship in which I taught 46 students in a multi-age classroom comprised of grades 6, 7 and 8
- Taught Science, English Language Arts, Social Studies, Health and Technology, with a specific focus on differentiation, in order to cater to the wide range of abilities and needs within this unique and challenging classroom environment

LCI Kids Club Academy*English Teacher*

Siheung, Korea

August 2008 - September 2009

- Employed by a Korean private school as teacher of kindergarten and after-school programs
- Responsible for teaching a vast array of subjects at the kindergarten level, including Math, Vocabulary, Phonics, Science, Art and Music, to children between two and six years old
- Instructed elementary school students in a variety of English language curriculum, with specific focus on grammar, vocabulary, reading skills, comprehension, pronunciation and creative writing
- Implemented the requisite lesson plan whilst involving and engaging the students in a manner that was conducive to the advancement of their overall education and language learning process

Shinsung Engineering*English Instructor*

Siheung, Korea

May - September 2009

- Taught conversational English twice weekly to a group of fifteen Korean businessmen, with a specific focus on business English, intercultural communication and idiomatic expressions

RELATED EXPERIENCE**Metropolitan Immigrant Settlement Association***ESL Volunteer Tutor*

Halifax, Nova Scotia

October 2002 - April 2003

- Tutored a Vietnamese lady once a week in basic English language and grammar skills and conversational English

Oxfam International*Anti-Landmine Campaign*

Halifax, Nova Scotia

October 2002 - April 2003

- Helped to design and facilitate school presentations in order to raise awareness amongst students about the dangers and ongoing use of antipersonnel landmines and unexploded ordnance in war torn countries around the world

Jean and Michele Bohly*Jeune Fille Au-Pair*

Strasbourg, France

June - August 2000

- Worked for a French family as the live-in nanny for two children, aged nine and eleven years old, and tutored them in English

VOLUNTEER EXPERIENCE

Books for Uganda

Halifax, Nova Scotia

Project Creator/Implementer

July 2003 - May 2004

- Salvaged nearly 1000 kg of high school text books that were to be destroyed
- Wrote and implemented a comprehensive project plan, including a detailed budget
- Fundraised CAD \$2500.00 to cover the costs of transporting the books to and within Uganda, where they were distributed amongst ten impoverished schools

Canada World Youth

San Antonio de Belén, Costa Rica

Volunteer Intern

September 2001 - March 2002

- Completed a six-month volunteer internship at *La oficina de la mujer*, a municipal office that assists female victims of domestic violence
- Designed and implemented a database using Microsoft Access and Excel, transferred office records from a paper filing system to database, and trained office staff in its use

Grand Manan Community School

Grand Manan, New Brunswick

Group Leader

June of 2001 - 2004

- Guided and supervised twelve students, aged twelve to fourteen years old, on a three-day camping and wilderness survival trip at the end of the school year, for four consecutive years
- Supervised the students' activities and assisted them with skills such as building shelter and fire, whilst conveying the importance of respecting nature and protecting the environment

PERSONAL TRAITS

- Well organized and responsible
- Friendly, personable and hold good communication skills
- Aware of and empathetic toward the individual needs of students
- Committed to continuous professional development
- Energetic, enthusiastic and self motivated

REFERENCES

Adam Freeman, BA; Former Head Teacher, LCI Kids Club

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Robert A. Griffin, BA, BEd, MEd; Teacher, Grand Manan Community School

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Andrew Jones, BA, BEd, MEd; Teacher, Former Vice Principal, Grand Manan Community School

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Stephanie Rogers, BA, BEd; Co-operating Teacher, Nashwaaksis Middle School

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Rob Strange, BA, BEd; Co-operating Teacher, Keswick Ridge School

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Harold Phalen, BEd; Retired Teacher and Administrator, Faculty Advisor, St Thomas University

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